

Extended School Year (ESY) Services

PACKET SUBMISSION GUIDE

The Extended School Year Services (ESY) Packet Submission Guide is completed by the sending school for each student projected to attend ESY Services. Incomplete information may delay processing.

Compile the information/documents below for each student's ESY Services Packet:

1. ☐ ESY Services Packet Submission Guide,
2. ☐ ESY Services Consideration and Decision Making Guide,
3. ☐ ARD/IEP Supplement: Extended School Year Services,
4. ☐ ESY Goals & Objectives,
5. ☐ Related Services other than transportation, if applicable,
6. ☐ Behavior Support and Intervention Plan (BSIP), if applicable,
7. ☐ Autism (AU) Supplement, if applicable,
8. ☐ Individual Health Care Plan (IHCP), if applicable,
9. ☐ Assistive Technology and or equipment to be transferred, if applicable,
10. ☐ Transportation (submitted to the Transportation Department by the sending school),
11. ☐ Emergency information for each child/adult student,
12. ☐ Student Photo (particularly for low incidence / nonverbal students where applicable),
13. ☐ ESY services sending campus class list (with dietary and or medical restriction by individual student),
14. ☐ ESY Services Student Enrollment and Data Input - enter on the Summer Programs (ESY) panel in Chancery (the information must match entries made on the ESY Services Contact Hour Register form. Guidance will be provided to campuses by Federal & State Compliance),
15. ☐ Any other pertinent information, if applicable.

***Note: To be submitted on July 3rd:**

- ✓ Make a copy of each students ESY Services Packet (items 1-15) above and bundle with the corresponding student class list, and the sending campus transportation list.
- ✓ **In a separate packet, bundle the documents below (items 16-17):**
 16. ☐ "Extended School Year Services Summary Sheet for Contact Hours" form
 17. ☐ "Extended School Year Services Contact Hour Register" form
- ✓ Bring all documents, items 1-17 to one of the ESY Services closeout drop off locations listed below.

ESY Services Closeout Drop Off Locations:

South Field Office (SFO): 4040 W Fuqua, Houston 77045

Hattie Mae White (HMW) Office of Special Education Services: 4400 W 18th St, Houston 77098